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MEMORANDUM FOR: Chief, Information Systems Analysis Staff, DD/A
SUBJECT : Statistical Data Relevant to Paper Consumption
REFERENCE : Directorate Objective B57001 - During FY 1975
Reduce the Level of Paper Consumption Within
the Agency by Five Percent per Capita

*See third page after
repeat data section
detected sales*

1. Pursuant to the referent objective, attached are statistical data for your use in monitoring paper consumption during FY-1975. Listed below is a breakdown of pertinent attachments:

a. Attachment 1 - List of 334 paper products (41 pages) which show issues to Agency Operating Components except Printing Services Division (PSD) during FY-1974, projected usage for FY-1975 reported in feet or by sheets, comparative usage figures between first quarter FY-1974 and first quarter FY-1975 and total obligated costs for FY-1974.

b. Attachment 2 - Summary of paper consumption figures including sub-totals by item, page number, and total usage (except PSD).

c. Attachment 3 - Printing Services Division paper use FY-1974 and FY-1975.

2. Based on the data presented, the Agency is exceeding its 5 percent overall goal in reducing paper consumption during FY-1975. The figures compiled on the 334 paper products indicate a reduction rate of 9.66 percent during first quarter FY-1975 and PSD's consumption shows a decrease of 12 percent for this same period.

3. Please note that there are significant increases or decreases on some items. As an example, Stock No. 7530-H02-5939, bond paper, shown on page 1 of Attachment 1 is attributed to large quantities ordered by [REDACTED] in FY-1975. Another example of a significant change is shown on page 18 of Attachment 1 for calendars. Calendars are usually issued during the second quarter of a fiscal year, hence the decrease in first quarter FY-1975.

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4. If you have any questions relative to the attached report, please contact Mr. [REDACTED] Plans and Programs Staff, OL, on extension 2561. 25X1A9a



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[REDACTED]
Director of Logistics

Atts .

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